

# Nevada Board for Financing Water Projects

## Project Letter of Intent



*A Nevada Solution for Public Water System Financing*

**State of Nevada  
Division of Environmental Protection  
Bureau of Administrative Services  
Office of Financial Assistance**

**BOARD FOR FINANCING WATER PROJECTS  
LETTER OF INTENT**

1. Name, address and telephone number of:

a. Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

b. Principal representative of Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

c. Legal Counsel:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

d. Engineer(s) retained to assist the Applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Project title and description of proposed project sufficient to identify the project and the purpose of the project: (Attach additional pages if more space is needed)

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3. Location and description of the proposed project including preliminary plans and/or maps. If the project is a capital improvements project, include a copy of the Preliminary Engineering Report (PER) prepared per U.S. Department of Agriculture, Rural Utilities Service Bulletin 1780-2 (Available on the Division's website). The PER must be prepared by a person licensed as a professional engineering in Nevada pursuant to NRS 625. The PER should include the construction, operation and maintenance of the proposed capital improvement project and show the expected costs and benefits of the project and the economic justification for and financial feasibility of the project.

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4. Is this "purveyor of water" eligible to receive a grant per NRS 349.980 and NRS 349.983? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Number of residential connections: \_\_\_\_\_
6. Number of nonresidential connections: \_\_\_\_\_
7. Number of people served: \_\_\_\_\_
8. Median household income (MHI) based on the most recent US Census. An income survey MHI may be used if it was conducted and approved per CDBG and USDA guidelines: \$ \_\_\_\_\_
9. Current water rates:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. Is the water system metered? \_\_\_\_\_ Yes \_\_\_\_\_ No
11. Current property tax rate for the area serviced by this water system:
- \$ \_\_\_\_\_ / \$100 Assessed
12. The date on which the publicly owned community water system, publicly owned non-transient water system, or other utility began service:
- \_\_\_\_\_
13. Include a complete and legible legal description of the entire area of service for the capital improvement, including a map showing the layout of the capital improvement, and the location and number of persons served by the capital improvement in relation to maps of the United States Public Lands Survey, assessor's maps, or aerial or other similar maps showing sections and townships.
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- \_\_\_\_\_

14. Include a description of how the capital improvements planned by the applicant, if any, makes the community water system or non-transient water system comply with the Bureau of Safe Drinking Water requirements and/or Safe Drinking Water Act for public water systems.

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15. Include a description of future capital improvements planned by the applicant, if any, which are not part of the capital improvements included in this letter of intent.

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16. It is the intent of the Board for Financing Water Projects to be the last funding source from which a water utility receives funding. Regardless of any other grants a water utility may have received, the water utility must attempt to obtain a loan from the Drinking Water State Revolving Fund, the U.S. Department of Agriculture, Rural Development, and/or other loan sources for the maximum amount possible that will not cause an increase in water rates to exceed 1.5% of the median household income. Include documentation concerning the inability of the applicant to finance the project, including, but not limited to: Letters from local lending institutions; letters from financial advisors, accountants or fiscal agent, if applicable; copies of applications and letters approving or denying approval to governmental loaning agencies including the Safe Drinking Water Revolving Loan Fund, Clean Water Revolving Loan Fund and Federal loan and grant programs.

17. Include a list of previously approved loans to the applicant within the past ten years, including, without limitation, the terms and conditions of payment and a statement of the remaining balances of any outstanding loans.

18. Include three (3) years of audited (or public) financial statements.

19. Include the most recently adopted budget.
20. The estimated cost of operation and maintenance for the capital improvement.
21. Include relevant financial information showing that the community water system, non transient water system or other public utility will be viable upon completion of the project. Attach additional supporting information as necessary.
22. List all necessary planning and zoning permits, including special use permits and variances. If they have been obtained, submit a photocopy or a written authorization to proceed from the agency issuing the permit.
23. Include a statement that a plan for water conservation, adopted pursuant to NRS 540.131, has been approved or will be approved by the Division of Water Resources prior to the submission of a grant application. If a plan has been adopted, include a copy of the plan, the most recent schedule established by the applicant for carrying out the plan, and an analysis of the effectiveness of the plan.
24. Discuss the options available if a grant is not approved for funding by the Board for Financing Water Projects.
25. Provide a time frame for the project – start to finish. Discuss the individual components driving the timeline.
26. Can the applicant fund the capital replacement account required by Board Policy for this project? Please explain.
27. Attach any other information or data deemed necessary by the Division.
28. NAC 349.525 requires the Board, or its designated representative, to hold a public meeting on the proposed project and to provide reasonable notice to members to the public who may be affected by the project. Provide the names and addresses of members of the public who may be affected by the project, if any, to whom the Board should give mailed notice.
29. Submit an original and eight (8) complete copies of this application with copies of the preliminary engineering report and all other supporting materials to:

The Board for Financing Water Projects  
Attn: Michelle Stamates, Engineer to the Board  
901 South Stewart Street, Ste 4001  
Carson City, Nevada 89701

The division may request additional copies if needed.

30. Letters of Intent must be received by the deadline set by the Division. Deadlines are available on the Division's website at <http://ndep.nv.gov/bffwp/bffwp.htm> or by contacting the Division directly at (775) 687-9331.

Please note that per NAC 349.485 Subsection 4: "The approval of a letter of intent by the Board does not guarantee or ensure that any proposed capital improvement will be provided a grant." It is strongly suggested that the applicant review the statutes, regulations, and Board policies that govern this grant program.

NRS 349.980 – 349-987 inclusive:

<http://www.leg.state.nv.us/NRS/NRS-349.html>

NAC 349.430 – 349-574 inclusive:

<http://www.leg.state.nv.us/NAC/NAC-349.html>

Board Policies:

<http://ndep.nv.gov/bffwp/grants02.htm>

Applications must be substantially complete upon receipt by this Division in order to meet the deadline for the upcoming Board meeting. Applications that are not complete and/or require additional information may be rescheduled for a subsequent Board meeting.

To the best knowledge of the undersigned, the information in this application and the attachments hereto is true and correct.

Submitted by (Applicant)

Print full name of the applicant:

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Signature of applicant:

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Date: \_\_\_\_\_